

## 2 CVS Roles and Responsibilities

This section describes each of the roles within CVS and discusses the responsibilities of the individuals assigned to each role.

### 2.1 Participating Organizations

Since the release of CVS version 2.0, those organizations seeking to use CVS are no longer required to submit a Memorandum of Agreement (MOA) to implement CVS service.

### 2.2 Defense Manpower Data Center (DMDC)

DMDC (as the DEERS/RAPIDS administrator) is chartered to operate and to maintain the CVS infrastructure.

### 2.3 Service/Agency Point of Contact (S/A POC)

The S/As POCs are appointed for day-to-day CVS management and operation. An S/A POC's general responsibilities include:

- Manage CVS for their Service/Agency
- Coordinate with the Defense Manpower Data Center (DMDC)
- Establish sites with CVS capability, overseeing TASM registration, and ensure other required field support.

An S/A POC's specific responsibilities are:

- Meeting S/A POC position requirements as specified in Section 13.1.
- Administer the CVS program within their Service/Agency, including establishing and updating Site Identification (site ID) numbers and Trusted Agent Security Managers (TASM) accounts
- Coordinate requests for new or additional CVS capability between Service/Agency and the DMDC
- Work with the DMDC Security Team (DST) to register and/or remove site IDs and TASMs, ensuring site and TASM information is up to date
- Ensure that CVS TASMs and TAs complete all required Certification Training
- Create policies, operating procedures and other supporting documentation in support of the Service/Agency specific implementation
- Develop and maintain an internal Management Service that includes the following:
  - Manage and oversee their Service/Agency CVS program
  - Manage and oversee all responsible CVS sites
  - Manage and oversee all responsible TASM accounts
  - Contact information for all trusted agent personnel

- Ensure assigned trusted agent personnel have met all requirements for that role
- Provide documented policies and guidelines for assigned TASMs to provide training on how the TA is to complete the sponsorship process, to include, but not limited to confirmation of completed background vetting and affiliation with the organization

## 2.4 Trusted Agent Security Manager (TASM)

The S/A POC appoints TASMs for each site. TASMs are responsible for user management and administration for their specific site. Each site may only have two TASMs; a primary and an alternate.

TASMs are responsible for:

- Meeting TASM position requirements as specified in Section 13.2.
- Acting as a Trusted Agent
- Troubleshooting CVS questions/issues for their site
- Managing TASM and TA users for their site
- Training an alternate site TASM and all TAs operating CVS
- Providing visibility for CVS at their site. The TASM may accomplish this via staff call, newsletter or website, or another effective means. Information should include the CVS location, hours of operation, telephone numbers, and other pertinent data
- Submitting requests via their S/A POC for new or additional CVS capability
- Coordinating all CVS matters with S/A POC
- Notifying the:
  - S/A POC, DMDC Support Center (DSC) of any CVS outages
  - S/A POC or DSC immediately of any suspected or known CVS system compromise
- Provisioning, appointing, or authorizing TAs
- Ensuring positive identification of all Site TAs

The TASM must be current with the annual CVS Certification Training requirements to be able to access CVS and perform the duties of the TASM role.

## 2.5 CVS Trusted Agent (TA)

The TA's primary role is threefold:

- Establishing sponsorship of the applicant with the Service/Agency
- Ensuring applicant's need for logical/physical access to either a DoD network or facility has been established, both initially and ongoing through semiannual reverifications
- Initiating the process of application for registration of a government credential

TAs are responsible for:

- Meeting TA position requirements (specified in Section 13.3).
- Ensuring positive identification of all applicants approved for a government credential
- Ensuring applicants have gone through proper vetting process
- Notifying the:
  - TASM of site capability outages
  - TASM, S/A POC, or DSC of any suspected or known CVS system compromise
  - TASM of any malfunctions or anomalies with CVS (TAs should contact the DSC when the local TASM is unavailable)